

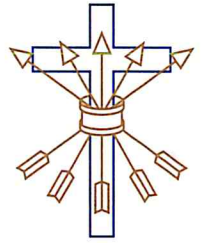
WADDESDON CHURCH OF ENGLAND SCHOOL

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Headteacher: Matthew Abbott



September 2017

Dear Parent/Carer

The safety of our students is paramount and as we are now part way through the first term, I would like to reiterate the procedure for absences and leaving the school premises for appointments.

Please could I ask that you ensure that the school is notified of any absence by telephone or email, by 9.30am on the first day of your son/daughter's absence and every day that they continue to be absent. If we have not received notification from you by 9.30am, and your son/daughter is absent from school, we will contact you to ascertain why your son/daughter is not in school. The email address to use is: absence@waddesdonschool.com or telephone 01296 651382.

If your son/daughter needs to sign out of school for an appointment, we do require a signed letter or a telephone call from you providing us with this information. If we have not received this, we will have to contact you before we can allow your son/daughter to leave the school premises.

Please could I also ask you to encourage your son/daughter to go to Mrs Hicks, our Medical Officer, if they feel unwell rather than contacting you directly. Mrs Hicks will then contact you to arrange collection of your son/daughter if required.

With thanks, as always, for your continuing support.

Yours sincerely

Matthew Abbott
Headteacher

R:/General/General letters to parents/2017-2018/AbsenceSept17